

**Language Centre  
Minutes of the Second Departmental Meeting**

**Semester II, 2024/2025**

Date: Monday, 10 February 2025

Time: 2:30 p.m.

Venue: OEE601-603

Present: Dr. LI Ying Xi, Cissy (Head of Department and Chair)

Miss. CHAN Hermine (Secretary)

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| Mr | ACTON Caleb Scott |  | Ms | LI Xiaoyong, Julie |
| Mr | BERNING Karsten |  | Dr | LI Xinxin, Ally |
| Dr | CAI Jiayin, Phoebe |  | Ms | LI Yongshi |
| Dr | CHAN Hang, Joshua |  | Mr | LIU Zhuohang, Nicolas |
| Mr | CHAN Yin Fung, Ivan |  | Ms | LYU Juanjuan, Joanne |
| Dr | CHAN Yuen Sau |  | Mr | MYERS Paul |
| Mr | CHAU Chi Wai, Andrew |  | Dr | NG Hok Chung |
| Ms | CHAU Lai Suen, Stella |  | Mr | NGAI Ho Lun, Hollis |
| Mr | CHAU Man Kit, Sam |  | Dr | ROMO SIMON Francisco |
| Dr | CHEN Meilin |  | Dr | SINGH Rita Gill |
| Miss | CHENG Tsz Ying, Joyce |  | Ms | TSE Yuet Ling, Natalie |
| Ms | CHEUNG Hei Yu, Charlene |  | Dr | WANG Ho, Simon |
| Mr | CHEUNG Hoi Yin, Angus |  | Ms | WANG Yi, Yvonne |
| Ms | CHOW Lai Na, Lena |  | Mr | WONG Cheuk Him, Andrew |
| Dr | CHU Siu Cheung |  | Ms | WONG Nga Chong, Ashley |
| Miss | CHU Wing Sum, Foris |  | Mr | WOO Tsz Ching, Oscar |
| Mr | CHUNG Kwok Lung, Bruce |  | Ms | WU Yuen On, Vince |
| Mr | DELLA PIETRA John |  | Ms | YEUNG Tik Ying, Kathy |
| Dr | GUO Songdan, Nancy |  | Mr | YEUNG Yat Nam |
| Dr | HU Haiying, Alex |  | Mr | YOUNG Christopher David Andrew |
| Mr | HUANG Junxin, Trenton |  | Mr | YU Kam Hung, Leo |
| Dr | HUNG Chi Kum |  | Mr | YU Lung Kit |
| Ms | LAM Cho Ying, Joey |  | Mr | YU Yat Long, Rhett |
| Dr | LAW Yuen Yi, Ellie |  | Dr | ZHANG Hongxuan, Emma |
| Ms | LE GALLAlice Marie |  | Ms | ZHANG Wei, Janice |
| Dr | LEUNG Man Fong |  | Ms | ZHOU Yu Ting, Jeremy |
| Ms | LI Mengyuan |  |  |  |

Absent with Apologies:

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| Ms | CHAN Hok Man, Charmaine |  | Dr | LEE Ka Man, Kathy |
| Dr | CHAN Mable |  | Miss | LEUNG Ho Yee, Sandy |
| Ms. | CHUI Yin Lam, Lynn |  | Ms | LI Shanshan |
| Ms | DONG Ying, Rachel |  | Mr | MAK Shu Kin, Sunny |
| Ms | FONG Yuen Shan, Michelle |  | Mr | VERA CRUZ Miguel |
| Ms | LEE Hang Ming, Joanne |  | Ms | WONG Wai Man, Louisa |

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| **1. Introduction of New Staff Members**  **1.1 The Chair introduced and welcomed new members to the LC. They are listed as follows:**  *General Office*  Ms. Chan Hermine, Manager  Ms. Cheng Tsz Ying, Joyce, Executive Officer  Ms. CHU Wing Sum, Foris - Executive Assistant  Mr. HUANG Junxin, Trenton - Assistant Technical Officer  Mr. LIU Zhuohang, Nicolas - Administrative Assistant  *Putonghua Section*  Ms. LI Xiaoyong, Julie – Teaching Assistant |
| **Appreciation and Congratulatory Announcements** |
| **2.1 New Appointment**  Mr. Chau Man Kit Sam was appointed Executive Officer of the General Office.   * 1. **Natalie’s newborn baby**   Warmest congratulations to Natalie on the arrival of her newborn baby, Darwin!   * 1. **General Education Teaching Award**       1. Dr. Meilin Chen received the General Education Teaching Award for her outstanding performance and devotion to teaching for the GE Course GTCU2025 Gender, Language, and Creativity. She was nominated for the President’s Award for Outstanding Performance in Teaching.      2. The Advance HE Fellowship awarded Dr. Ellie Law as a Senior Fellow and Dr. Kathy Lee, Mr. Hollis Ngai, and Mr. John Della Pietra as Fellows. Colleagues from other Sections were also encouraged to apply for this Fellowship.      1. **Confirmation of Last Meeting Minutes**   3.1The last meeting’s minutes were confirmed with some editorial changes.  3.2The LEB membership composition was updated to add Dr. Albert Chau and Dr. Cissy Li to the list.   1. **Matters Arising from the Last Departmental Meeting**     1. **Paragraph V, item a – TDLEG Mid-Triennium Report 2022-25**   4.1.1 Professor Luke's comments were noted, which recommended focusing the project on **technology-assisted personalised language learning**. The development of new learning materials, including videos, self-accessed, and self-paced resources—was agreed as a key priority.  4.1.2 Dr. Simon Wang, Dr. Rita Singh, Dr. Xinxin Li, Dr. Yuen Sau Chan, and Dr. Ellie Law provided updates for their respective sections. The collective aim was to address the gaps between the potential of new educational technology and its actual adoption by the LC and HKBU.  4.1.3 The PILOs were confirmed as approved, and it was agreed that the CILOs must subsequently be updated for both credit-bearing and supplementary courses. A questionnaire would be designed to collect data and ascertain what technologies would be beneficial and what skills students would acquire from current resources.  **4.2 Paragraph V, item c – LC DAA Exercise**  4.2.1To be reported under agenda 5.1   * 1. **Paragraph V, item d – LC Strategy Pyramid & LC PILOs**   4.3.1 To strengthen PILO 5 which emphasised the partnership between human and AI, it was agreed that AI and other technologies would be incorporated into classes. A taskforce was to be established to recommend implementation strategies.  4.3.2 The short timeline for incorporation was noted with all changes required for the fall semester. It was agreed that the LC must begin planning as soon as possible.   1. **Head’s Report and Discussion**   **5.1 Completion of DAA Visit in 2024**  5.1.1 The DAA visit was conducted on 9-10 December 2024. Dr. Dilin Liu from the University of Alabama met with the VPTL and 34 LC members over 13 meeting sessions and conducted a comprehensive review of the LC’s teaching materials.  5.1.2 His final report, received on 5 February 2025, provided generally positive feedback. It commended LC’s leadership, vitality, and alignment of its PILOs within a comprehensive framework. Key recommendations included emphasising AI literacy as a core part of cognitive competency, including clearer articulation of citation styles and practices in syllabi, reviewing the issue of the staff workload.  5.1.3 The DAA report documents, along with the LC’s response, would be submitted to the QAC within the first semester of AY 2025-26.  **5.2 GE Undergraduate Curriculum Revamp Proposal**  5.2.1 The GE Taskforce provided an update to revamp the undergraduate curriculum as part of the HKBU PEP exercise. Major updates included the new curriculum initiatives for 2025-28 and proposed University Core requirements.  5.2.2 Seven second majors and twelve four-year transdisciplinary programmes were introduced. University English (UE) Courses were restructured and UE1 was required to be taken in year 1, while UE2 was proposed for year 2. The NGCE curriculum also underwent a redesign to focus more on proficiency. The Art of Persuasion course was removed and replaced with a course in AI literacy.  5.2.3The Putonghua graduation requirement was also removed, indicating a clear shift in the language policy from trilingualism to multilingualism and multiculturalism. Additional support from the Language Centre would be provided to programmes such as Chinese Medicine and Chinese History where students would complete their theses in Chinese.    **5.3 Updated Graduate Attributes**: At a townhall meeting, the GEC shared the updated Graduate Attributes, which were awaiting the Senate’s approval.  **5.4 Language Education Paper Draft**: The draft of the Language Education Paper was shared with the Department for feedback. This paper, which outlined a new direction for the Centre focused on using language to facilitate students’ cognitive development and future career readiness, was to be submitted to the Language Education Board for further feedback and final approval. The paper was intended to inform our curriculum reviews, emphasise the role of AI, and combine transdisciplinary with academic skills. A key objective was to encourage academic programmes to commit to integrating communication skills into their assessment.  **5.5 LEP Report:** The LEP report was shared with LC staff before the meeting. The report was to be submitted to LEB for approval.  **5.6 Proposal for Coordinatorship Arrangement in the English section**  5.6.1 The Coordinator appointment was open to Lecturer I or above and was to be reviewed every 3 years. The position would be renewable. It would involve 42 hours of administrative duties and was to commence in Semester I of 2025/26.  5.6.2 Lecturers II or above were invited to express interest in the deputy coordinator appointment.  5.6.3 For event coordinators, the principle of coordinatorship rotation would apply. When necessary/appropriate, a Lecturer II or Assistant Lecturer would be appointed.  **5.7 Proposal for Section Headship Appointment Guidelines:** These guidelines were intended for appointing internal candidates as Section Heads only. The appointment was to be reviewed every 3 years and would be renewable. Senior Lecturers would be eligible for this position. The selection process would involve an interview with the Head of LC, Associate Heads, and one other senior colleague. The final candidate would have an interview with the VPTL. Colleagues’ feedback for the final candidate would be taken into account when making the final decision.    **5.8 Guidelines on Project-related Teaching Relief Application**:  5.8.1 A Project-related Teaching Relief Application guideline was submitted to the PMC and was recommended for further revisions. It was clarified that the policy applied only to TDG projects related to teaching and learning and relevant to LC’s goals, and not to pure research projects. Applications would be considered on a case-by-case basis by the PMC.  5.8.2 The meeting also noted that while there were previously no specific KPIs for teaching and learning projects, a new set would be introduced pending revision of current KPIs by the taskforce. Further discussions were needed on how to implement these new guidelines effectively.    **5.9 Data Collection Pathways:**  5.9.1The need to streamline data collection pathways was discussed. It was noted that all course grades and marksheets must be submitted to the General Office for record keeping, as previous records had been missing for some courses. This requirement included all LEP courses, initiatives, and workshops.  5.9.2 Regarding external funding and outside engagements, it was confirmed that prior approval was required. Approval might not be granted if the activity requires too much time, was irrelevant to the Centre's goals, or impacts internal work commitments, particularly for full-time employees. To be counted towards KPIs, such activities must be teaching and learning-related and directly connected to the Centre's goals.  5.9.3 LC Staff were reminded to submit marksheets for all courses, including LEP courses and initiatives, to the General Office for record-keeping. Teachers were advised they could submit both in PDF and Word formats to facilitate data processing. Project proposals, both internally and externally funded, including updates, must be submitted to the LC Head for approval and to the General Office for filing. Only T/L projects related to LC’s strategic goals would be counted towards the KPI in the APR.  **5.10 Outside Practice** – Applications for all Outside Practices, whether paid or unpaid, must be submitted to the LC Head for approval and to the General Office for filing. Conference leave must be applied for on the HCM system.  **5.11 Guidelines on Hiring Part-Time Teachers Aged 60 or Above –** To ensure consistency and quality of teaching, the PMC introduced guidelines on hiring part-time teachers aged 60 or above, applicable to all Sections. The hiring or renewal of part-time lecturers over the age of 60 would be considered in view of the following:   * excellent CFQ ratings; * unique expertise; and * significant role in curriculum development  1. **Reports by Associate Heads**   **6.1** An LC KPI taskforce was established to review the Key Performance Indicators (KPIs) for the Annual Performance Review (APR). Colleagues from different sections were invited to join the taskforce.  **6.2** A symposium was scheduled for May of this year. Different local and overseas speakers were to be invited to speak on transdisciplinary education with a focus on communication. Formal announcements would be made in due course.   1. **Innovative Pedagogy Showcase**   7.1 Janice Zhang shared an innovative teaching approach involving performing arts in the classroom, utilising a creative assessment scheme to teach Putonghua. Students were asked to create a script and perform a skit as part of their assignment. Although a suitable performance venue was unavailable last semester, a more appropriate venue would be arranged for the next semester.   1. **Student Evaluation Results**   8.1 Courses were generally well received by students, and teachers received positive feedback. The results for core courses were also satisfactory. NGCE, in particular, received positive feedback.  8.2 While the Art of Persuasion course was being phased out, it was noted that some feedback had been received about its difficulty. The Section Head would look into adjusting the difficulty level for the remainder of its delivery.  **9. Any Other Business**  **9.1 Functions and Events in AY2024/2025 Semester II**  **9.1.1 Cultural Carnival –** The Cultural Carnival, organised by the Foreign Languages Section, would be held on 24-25 Feb. LC teachers were asked to help support this two-day event and promote it to their students.  **9.1.2 Other Upcoming Events –** Event coordinators were invited to promote their events, including:   * The 19th English Short Story Writing Competition (Coordinator: Dr. Emma Zhang) * The 21st English Public Speaking Contest (Coordinator: Ms. Ashley Wong) * The 3-Minute Thesis Competition (Coordinator: Dr. Meilin Chen) * 第二屆普通話歌唱比賽 （統籌：張薇老師） * 第十二屆中文舞台劇本創作比賽（統籌：余龍傑老師） * 第十三屆大學文學獎（統籌：麥樹堅老師）   **9.2 LC Website Updates –** The LC website was in the process of migrating to Adobe Experience Manager. Each Section was asked to review their course and SALL materials on the website and tidy up old materials. The Innovation Officer and the LCGO team would be in touch with each unit soon for the most up-to-date information. The Sections were also asked to proactively inform the General Office of any changes to courses and personnel in a timely fashion.    **9.3 LCMIS Updates** – LCMIS was created for LC to consolidate all data and information in one place and facilitate ease of use. The first round of the AA report testing was sent out to selected staff late January. Staff were strongly encouraged to complete the testing if they hadn’t already done so. The next round of testing would be announced soon.  The meeting was adjourned at 4:50pm. |